

Accounting Administrator

GolfNorth Properties

Location: Conestogo, Ontario, Canada

Department: Accounting

Reports To: Controller

Classification: Full Time Contract (Monday to Friday, 8:30am - 4:30pm). This position is covering a maternity-leave, with the possibility of developing into a Full Time Permanent position.

Summary:

GolfNorth Properties has an exciting opportunity in our accounting department! We are an established golf course management company in the Waterloo area and we are looking for a hard-working and professional applicant to become an Accounting Administrator starting as soon as possible. Please read the qualifications carefully before applying with your resume.

Pay: \$15 - \$18 per hour, depending on experience

Primary Responsibilities:

- Tasks cover a broad spectrum relating to general accounting and various administrative duties
- Recording and posting of vendor invoices at a timely manner
- Billing / Invoicing
- Clerical duties including data entry, photocopying, mail distribution and filing

Qualifications:

- A diploma in a related discipline an asset
- Must have good Accounting knowledge
- Capability to maintain a high level of accuracy in preparing and entering financial information
- Strong analytical, technical and problem solving skills
- Excellent organizational and time management skills
- Excellent interpersonal and customer service skills
- Good communication skills, both written and oral
- Strong writing, proofreading and typing accuracy
- Responsible and reliable individual
- Capability to work independently, self-starter, energetic with positive attitude

- Problem solving & decision making skills

Apply:

Please submit your resume & cover letter to Lynne Hooper, Controller at jobs@golfnorth.ca. Please write "Accounting Administrator" in the Subject line.